



## **TRUSTEE**

### **JOB DESCRIPTION**

We believe in lasting change through lifelong learning, because everybody deserves to thrive. Sleep Scotland is a charitable company, limited by guarantee. We run two charitable services to provide people with support and education to make a lasting difference and improve lives.

Sleep Scotland is the leading provider of sleep support, training and resources in the UK. We take pride that all our work uses the latest scientific research. We work with professionals, families and employers to promote healthy sleep for everyone.

Teens+ help people with additional support needs to thrive by providing person centred education, life and social skills development through support in our centres and in the community. Our existing Teens+ service supports young adults with complex communication needs within our two centres, based in the south of Edinburgh.

#### **Purpose of the role**

Trustees and directors have an overriding duty, individually and as members of a Board, to always act in the best interests of the charity, with a commitment to promotion and support of the charity. All trustees are equally responsible in law for the Board's actions and decisions and have equal status as trustees.

The Trustee Board delegates day to day management to the Chief Executive Officer (CEO) who is required to report regularly to the Board.

#### **Principal duties**

##### **Management and governance**

To understand and be committed to the purpose of Sleep Scotland and Teens+ To ensure that the organisation pursues its mission.

Managing the process for development of a strategic plan and monitoring implantation of any such plans. Identify and discuss strategic themes, ensuring adequate horizon scanning takes place on a regular basis.

Review and constructively discuss the submissions presented at each meeting and where possible recommend an appropriate action.

Promote a healthy governance culture through challenge and support.

Supervise and support the Chief Executive Officer and ensure other staff and volunteers are properly supervised.

##### **Finance**

Read and understand the financial information about Sleep Scotland and ensure the finances are sound and properly managed.

Scrutinise and challenge the financial and risk management processes of the charity.

Ensure that resources are used efficiently and economically.

Ensure that Sleep Scotland is properly insured against all reasonable liabilities

Ensure that any assets are properly managed.

### **Legal compliance**

Be consulted and make recommendations on legal compliance policies and documents

Ensure that the organisation is a good employer of its paid and voluntary staff

Ensure compliance with legal and other requirements and regulations

### **Communication**

Work collaboratively with the board and senior managers to support the organisation to achieve its purpose.

Be open, accountable and approachable to encourage a learning culture within the organisation.

Develop relationships and networks to promote the work of the charity.

### **Values**

Our people and our values are most important to us and must understand and live these values to help our organisation thrive:

**T**ailored - We always put people at the centre of our work.

**H**umour - Great things can be achieved when we are happy and have fun.

**R**esilient - Flexibility, confidence, and creativity turn challenges into opportunities

**I**ntegrity - Passion and professionalism are vital for all involved in our organisation.

**V**alue - Everybody deserves respect and we are enriched through our differences.

**E**mpathy - Compassion and care are in everything we do.